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Approved For Release 2006/05/24 : CIA-RDP70-00211R000900240047-4

OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

TO : Chief, General Services

FROM : Chief, Records Management & Distribution Branch

SUBJECT: **Weekly** Report of Operations for the period ending
25 June 1953

A. Personnel

	On Duty	Vacancies	In Process
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Office of Chief	<div style="border: 1px solid black; width: 40px; height: 80px; display: flex; align-items: center; justify-content: center;">25X1</div>	0	1
Rcds. Mgt. Section		1	10
Rcds. Center Section		1	0
Mail Control Section		$\frac{1}{3}$	$\frac{26}{27}$
		3	

1. No. on leave three days or more:

Records Mgt. Section- 1
Mail Control Section- 2
Records Center Sec.- 1

2. No. on special detail out of office 2. How long?

Records Mgt. Section- 1
Records Center Section- 0
Mail Control Section- 1

3. Where: **One Records Analyst to Jackson Commission.**
One man in Transportation Division as full time courier.

4. No. pending resignation, transfer and/or reassignment:

Records Management Section- 0
Records Center - 0
Mail Control - 16

5. Specific cases on item 4 not in previous reports. -

6. New applicants interviewed -. Recruited by Personnel -.
Recruited by this office -.

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CONFIDENTIAL

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7. Remarks:

On Thursday, 18 June 1953, [] not with [] GS-4 courier assigned to OCI, to inform him that he was eligible for promotion to Top Secret GS-5 courier position. He was told that this promotion would be granted if he would accept regular Top Secret duties within the Courier Unit. [] stated that he would refuse to work out of the Courier Unit on regular T.S. duty and that he preferred to stay on his present assignment in OCI. In view of [] decision, the personnel action elevating him to GS-5 was not submitted.

B. Administration and Problems:

Records Management Section - [] met with [], Asst. Chief, Finance Division, and [] Area Records Officer, to discuss the records program. It was agreed that [] would conduct a records disposition survey with the assistance of [] suggestion, the survey will begin in the Division Registry.

[] is working overtime in the Accounts Branch of Finance Division assisting in assembling and boxing inactive records, preparatory to their transfer to the Records Center.

The survey of the Index Branch and the office of the Deputy for Collection in the Contact Division of OO has been completed. The analyst will now be working in the office of the Deputy for Support.

Records Center Section - Contacted [] (OOD) who had requested that the Center store the contents of 47 file cabinets within the coming month. The records would be eventually withdrawn and incorporated with records of the Industrial Register. [] revealed that these are RFC records and that a total of 800 cabinets will be transferred from that Agency to CIA, where the contents would be screened to about 200 cabinets. Transfer negotiations have begun between RFC and the National Archives. [] is not now certain how soon the project can begin but he will keep in touch with us.

OCI was approached on the problem of searching for certain records borrowed from the National Archives three years ago and never returned. A search is now being conducted among the files of certain operating units most likely to have used the missing records. It is imperative that these records be found and returned so that this Branch can maintain good working relations with the Archives.

At the request of [] OOD, the Department of State was asked to authorize the loan of the Nelson China Mission files in the National Archives to CIA for a period of twelve months. The Department of State refused to do this. However, negotiations were conducted with Archives and arrangements have been made for borrowing

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small portions of the files at one time for a period of three months. Each time the records are returned to Archives, another segment of the files will be loaned to CIA. In this manner, the complete series of records will eventually be examined by ORR.

Vital Materials - The latest inventory of Vital Materials in the Repository was reviewed with the Area Records Officers in FBID, FDD and SOVMAT. In closely reviewing this inventory, it was decided that many of the items presently in the Repository have outlived their usefulness and, as a result, should be returned or destroyed. Letters authorizing appropriate action will be forthcoming.

These reviews will be continued until all offices have been contacted.

25X1 [] Area Records Officer for the Office of Personnel, visited the Repository this week.

25X1
25X1 Mail Control Section - On Tuesday, 23 June 1953, [] and [] visited [] of RI/FI Staff to discuss the new system for the handling of pouch material. Before the system can be completely installed, it will be necessary to procure 50 additional locks. However, there are enough locks on hand to handle the amount of traffic now being transmitted between the RI Staff and the Department of State. The use of these locks on this particular run will be a great help to the couriers as it is the heaviest of all the pouch runs.

On Wednesday, 24 June 1953, [] contacted Mr. Frech at the Assistant Postmaster General Division of Mail Equipment Shops to ascertain the possibility of procuring additional rotary locks and keys. Mr. Frech was unable to quote the unit price of these locks and added that there would be considerable delay in the delivery time.

Pursuant to a request from [] of the Incentive Awards Committee that the Mail Control Section conduct a survey on the number of pieces of manila, chain, and letter size envelopes that pass through the Mail Room, a one-day count was made which reflects the following: out of each one hundred instances where the chain envelope could have been used, only seven were used.

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APPENDIX B

ending 25 June 1959

	<u>This Week</u>	<u>Average Week 1st 6 Months</u>
1. Microfilming		
Images Filmed - Rotary Camera	-	21,300
Flat-bed Camera	17,412	13,000
2. Records Center - (all figures in cubic feet)		
Records received for processing and storage	6	-
Reference to record material	69	220
Records material destroyed	0	-
3. Supplemental Distribution Center		
a. New material for stock:		
Information Reports	570	549
Intelligence Reports	52	63
b. Supplemental Distribution:		
Information Reports	224	229
Intelligence Reports	84	160
Notices	5	54
Regulations	270	145
Others	0	5
c. Initial Distribution:		
Notices	6	3.8
Regulations	1	1.8
Others	1	.3
4. Mail Activities		
a. Post Office Mail		
(Outgoing)	12,000	6,550
(Incoming)	5,141	5,150
b. Postage expended	\$903.90	\$775.00
c. Scheduled courier trips	240	240
d. Special courier trips	85	33.4
e. Inter-agency mail by courier		
Incoming	1,477	770
Outgoing	2,130	1,275
f. Personnel actions:		
Recruitments	2	-
Separations	1	-
g. Use of Motor Pool Vehicles		
Available	3	-
Available but not used	0	-
Not available	0	-

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